



# Foreign Affairs Manual

## 3 FAM – Personnel

**Change Transmittal:** PER-667

**Date:** February 27, 2012

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## 3 FAM 2550 DEATHS IN SERVICE

### Changes

1. This Change Transmittal issues the following major revisions to 3 FAM 2550:
  - **3 FAM 2551, General:** A death occurring abroad must be investigated to establish a cause and manner of death;
  - **3 FAM 2553.1-4, Notification of Regional Security Officer and Further Post Actions:** Post must notify the RSO to secure the scene of death and conduct an investigation;
  - **3 FAM 2553.1-5, Departmental Responsibility:** The Office of Casualty Assistance has set procedures that must be followed when there is a death of an employee;
  - **3 FAM 2553.2, Death of Overseas Employees:** In the case of death of U.S. citizen contractors who are not covered by 3 FAM 2553, Consular Affairs Office of Overseas Citizen Services (CA/OCS) is responsible for notifying next-of-kin and for rendering all necessary and appropriate assistance; and
  - **3 FAM 2553.3, Death of Overseas Employees:** When a member of the Foreign Service dies in the United States, as per 14 FAM 536.2, the employing bureau covers the cost of preparation and transportation of remains, travel of eligible family members, and storage and/or shipment of household effects.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is brand new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that

section last changed.

3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Bureau of Human Resources Office of Casualty Assistance (HR/OCA). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

### **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 3 FAM 3630 (CT:PER-650; 08-11-2011) and insert revised subchapter 3 FAM 3630 (CT:PER-667; 02-27-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:PER-667, and initial.

### **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.